

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 4, 2005

**Aldermen Shea, Sysyn,
DeVries, Garrity, Forest**

5:30 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, HR Director, on behalf of the Planning Director recommending that an Administrative Assistant position, salary grade 13, be reclassified to a Planning Technician, salary grade 14.
Ladies and Gentlemen, what is your pleasure?
4. Communication from Virginia Lamberton, HR Director, recommending the City authorize her to contract with Boston Mutual Insurance Company for the term life and accidental death and dismemberment insurance and with CIGNA for the long term disability insurance.
Ladies and Gentlemen, what is your pleasure?
5. Communication from Mayor Baines relating to formulation of an RFP seeking review of existing compensation system, existing points system, and detailed recommendations for improvements or alternatives to be considered.
Ladies and Gentlemen, what is your pleasure?
6. Tuition reimbursement policy referred back to Committee by Board on December 21, 2004.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

7. Communication from Joan Porter, Tax Collector, relative to part-time employees.
(Tabled 12/07/2004 pending legal opinion from City Solicitor.)
8. If there is no further business, a motion is in order to adjourn.



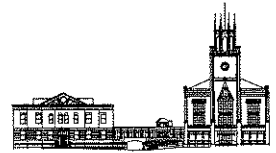
CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire

Re: Reclassification, Administrative Assistant II, Planning

Dear Alderman Shea and Committee Members:

On behalf of Robert MacKenzi, Planning Director, I am recommending that an Administrative Assistant position, salary grade 13, be reclassified to a Planning Technician, salary grade 14.

The reason for this reclassification is that within the last couple of years, the number of tasks assigned to the Planning and Community Development Department as well as the complexity of these tasks, has increased dramatically. Positions such as Planner I and II have had to assume leadership roles for fairly major projects such as the City's Strategy to End Homelessness and administration of million dollar grant programs. As a result, the Administrative Assistant position has had to assume higher level functions that have been previously accomplished by Planners. For example, the Administrative Assistant position has had to assume the responsibility of wage rate inspections required by Davis Bacon Act. Further this position has also been assigned a major role in the preparation of the annual Consolidated Plan required by HUD in order to qualify for the \$3,000,000 that the City receives annually. Other examples of work are: reporting, monitoring and fund administration for Federal grants, providing staff support to the CIP, receipting and reporting CIP income and related issues, completing reporting requirements for HUD, developing and maintaining CIP project expenditure spreadsheets, etc. etc.

A comparison of the Administrative Assistant class specification to the Planning Technician class specification in relationship to the duties performed by the position, warrant a reclassification of this position. Reclassification of this position will ensure that the current incumbent understands what is required of his/her position as well as future incumbents.

Alderman Shea

- 2 -

December 21, 2004

I am attaching copies of the Administrative Assistant and the Planning Technician class specifications for your information and review.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton

Attachments -2

Cc: Robert MacKenzi, Director

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Assistant II
Class Code Number	1060

General Statement of Duties

Performs a variety of general office clerical and administrative support duties for a Division Head within a municipal Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to a Division Head in addition to customer service to the public. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Administrative Assistant I by the performance of confidential secretarial duties for a Division Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public.

Examples of Essential Work (Illustrative Only)

- Performs confidential secretarial duties for a Division Head, including assuming direction or oversight over other Division personnel in distributing directives and monitoring programmatic activities;

- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;
- Prepares special reports as requested;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the department as requested;
- Opens and distributes mail throughout the Department;
- Oversees petty cash accounts;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and
- Considerable experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planning Technician
Class Code Number	1320-14

General Statement of Duties

Performs staff support functions relating to Planning operations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to performs fiscal, grant administration, reporting and monitoring functions in core planning areas. The work is performed under the supervision and direction of the Planning Director and Planners but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs reporting, monitoring and fund administration for Federal grants;
- Provides staff support to the Community Improvement Program (CIP), including cataloguing agency requests, developing CIP committee agendas, receipting and reporting CIP income and related;
- Completes reporting requirements for HUD as mandated in grant contracts involving project specifics;

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- Develops and maintains CIP project expenditure spreadsheets;
- Researches and prepares contracts to non-profit social service agencies awarded CIP funding;
- Monitors program/project beneficiaries to ensure compliance with HUD program regulations;
- Provides staff support to CIP public hearings;
- Performs special projects/reports for Planning staff as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Thorough knowledge of grant administration activities and requirements;
- Substantial knowledge of grant programs associated with planning within a municipality;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports on grant administration activities with State and Federally mandated reporting;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, Associate's Degree in Public Administration preferred; and
- Some experience in related operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____

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CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 29, 2004

Alderman Bill Shea, Chairman
Human Resources and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Dear Alderman Shea and Committee Members:

During the last budget process, funds were appropriated for me to continue our consulting contract with Group Benefits Strategies in order to issue a Request for Proposals (RFP's) for long term disability insurance and term life and accidental death and dismemberment insurance.

This office worked with representatives of Group Benefits Strategies (GBS) for several months preparing the RFP's. On October 26, 2004, RFP's were issued for both insurance programs. We received ten responses to the request for long term disability insurance and nine responses to the term life and accidental death and dismemberment insurance.

At the conclusion of reviewing all of the proposals, it was my decision to have three companies come in for an interview for term life and accidental death and dismemberment insurance and two companies for long term disability insurance. The companies were notified of the date and time for the interviews. They were also told that they could submit a best and final offer by Friday, December 17, 2004 no later than three o'clock. All five companies submitted their best and final offers in a timely manner.

After reviewing all of the best and final offers in conjunction with our insurance needs, I have concluded that it would be in the best interest of the City financially and for the employee's insurance needs to contract with Boston Mutual Insurance Company for the term life and accidental death and dismemberment insurance and with CIGNA for the long term disability insurance.

As you will note from the attached charts, CIGNA will be charging thirteen cents per \$100 of covered payroll for the base plan and twenty-eight cents per \$100 for the buy up plan. Currently the City is paying eighteen cents per \$100 of covered payroll for the base plan and thirty-four cents for the buy up plan. The rates are guaranteed for three years. Additionally, there are no commissions that will be paid on this contract.

For the term life and accidental death and dismemberment plan, Boston Mutual Insurance will be charging ten cents per \$1,000 of insurance for the basic life insurance and two cents per \$1,000

for the accidental death and dismemberment plan. Currently the City is paying thirteen cents per \$1,000 of insurance for the basic life insurance and four cents for the basic accidental death and dismemberment plan. These rates are guaranteed for the first two years. For the third year, Boston Mutual will charge eleven cents per \$1,000 of insurance and two cents per \$1,000 for the accidental and death insurance. Boston Mutual is also willing to guarantee a fourth year of insurance for eleven and a half cents per \$1,000 basic life insurance and two cent per \$1,000 for accidental death and dismemberment insurance.

Today, the City's annual premium is \$106,165 with Guardian/Ferdinando. Our first two years with Boston Mutual will be \$74,940.

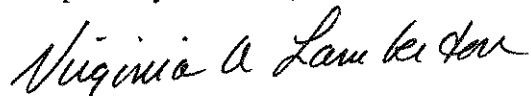
It is also important to note that Boston Mutual will allow an open enrollment for the City employees without requiring evidence of insurability. Boston Mutual will also allow employees to continue to insure their spouses, at their own cost, for \$150,000. The other finalist, Anthem/Ferdinando, will not allow new insurance plans for spouses at \$150,000 and when we have an open enrollment, they would require evidence of insurability. The position that Anthem/Ferdinando has taken is inconsistent with what our employees have been offered over the years. Therefore, I am recommending that the Board of Mayor and Aldermen authorize me to contract with Boston Mutual for the term life and accidental death and dismemberment insurance.

Currently the City is paying a total of \$278,347 for both insurance policies. The proposed changes of insurance companies will result in a combined cost of \$206,377. This is a combined savings of \$71,970 for the first year. Since we have been paying considerably more for both policies, it would seem evident that the current insurance companies costs would continue to increase and as such, savings into the future will be realized as well by changing carriers.

I would be happy to discuss all of the above at your next meeting. Representatives from Group Benefit Strategies will attend your meeting as well.

Your favorable approval of my recommendations would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

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City of Manchester
Long Term Disability

February 1, 2005

	UnumProvident Keith Fernando Current Plan	Cigna Meghan Broden Best and Final No Commission	Cigna Meghan Broden No Commissions EOI Required	Hartford Life Ins. Keith Ferdinando Ferdinando Ins. Best and Final
Duplication of Current Plan				
Option A Base Plan: \$____/\$100 of covered payroll Total Payroll \$56,805,412	0.18 \$102,249.74	0.13 \$73,847.04 (\$28,402.71)	0.125 \$71,006.77 (\$31,242.98)	0.125 \$71,006.77 (\$31,242.98)
Annual Savings to the City				
Option B Buy up Plan: \$____/\$100 of covered payroll Total Buy-up payroll \$20,567,951.98	0.34 \$69,931.04	\$0.28 \$57,590.27 (\$12,340.77)	\$0.27 \$55,533.47 (\$14,397.57)	\$0.30 \$61,703.86 (\$8,227.18)
Annual Savings to Employees				
Total Cost of Base and Buy-up \$____/\$100 of covered payroll	0.52 \$172,180.78	\$0.41 \$131,437.30 (\$40,743.48)	\$0.40 \$126,540.24 (\$45,640.54)	\$0.425 \$132,710.62 (\$39,470.16)
Total Premium				
Total Savings				
Rate Guarantee		3 year	2 years	3 Years

Cigna hold rate quoted for 3 years. Can hold an open enrollment although EOI required. Rates assume no commissions.
Hartford will allow an open enrollment without EOI.

City of Manchester
Best and Final Analysis
Term Life and Accidental Death and Dismemberment
February 1, 2005

Employer Paid Term Life and AD&D				
	Guardian Keith Ferdinando Current Carrier	Anthem Keith Ferdinando Ferdinando Ins.	Boston Mutual Peter Cook, Jr. LifePlus Ins.	AIG Geoffrey Merrill Tobey & Merrill
2 Year Rate Guarantees (2/1/05 - 1/31/07)		Revised		
Basic Life Insurance \$_____/1,000 of insurance	0.13	0.090	0.10	0.10
Basic AD&D \$_____/1,000 of insurance	0.04	0.03	0.02	0.03
Total Life and AD&D	0.17	0.120	0.12	0.13
Total Payroll \$52,042,000				
Annual Premium	\$106,165.68	\$74,940.48	\$74,940.48	\$81,185.52
Annual Savings to the City		(31,225.20)	(31,225.20)	(24,980.16)
Third Year Rate Guarantee (2/1/07-1/31/08)				
Basic Life Insurance \$_____/1,000 of insurance		0.100	0.11	0.105
Basic AD&D \$_____/1,000 of insurance		0.03	0.02	0.03
Total Life and AD&D		0.130	0.13	0.135
Projected Annual Premium		\$81,185.52	\$81,185.52	\$84,308.04
Fourth Year Rate Guarantee (2/1/08-1/31/09)				
Basic Life Insurance \$_____/1,000 of insurance			0.115	
Basic AD&D \$_____/1,000 of insurance			0.02	
Total Life and AD&D			0.135	
Projected Annual Premium			\$84,308.04	



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

December 7, 2004

Honorable Board of Mayor and Aldermen
C/O Leo R. Bernier
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

Dear Honorable Members,

Compensation of City employees has become the focus of recent news articles and discussion. The so-called Yarger Decker program was implemented in January 1999. While many of the expensive features of the program (ie: bonuses; index based colas) have been eliminated through the collective bargaining process, there still remains the fundamental elements of a civil service system. (ie: merit steps; steps based on longevity; colas).

I recognize that there are City employees who are not satisfied with their current points ratings under the Yarger Decker program. Therefore, rather than trying to formulate policy on a position-by-position basis, I am tonight proposing that we take a thoughtful comprehensive approach.

I am today directing the Human Resources Director, City Negotiator and City Finance Officer; to formulate a request for proposal (RFP) seeking independent assistance to:

1. Review the existing compensation system to determine generally where the City's pay grades are with respect to existing market rates.
2. Review the existing points system to ensure its continued accuracy and applicability.
3. Provide the City with concrete detailed recommendations for improvements to the existing system or alternatives that should be considered.

I am tonight asking these Department Heads to report back to the Human Resources Committee on their progress preparing such a solicitation at the Committee's first meeting in January. The report should include estimated costs associated with such an RFP and a time schedule for such an exercise.

I look forward to working with the BMA in undertaking a management approach to compensation analysis.

Sincerely,

Robert A. Baines

December 7, 2004. In Board of Mayor and Aldermen.

On motion of Alderman Thibault, duly seconded by Alderman Shea, it was voted to refer to the review process as outlined in communication from the Mayor dated 12/07/2004.

PRESENTATION - CITY CLERK POSITION

By Christine Martinsen, H.R. Analyst


City Clerk

December, 2004

- In September, I was given a request which was submitted by Carol Johnson to analyze the positions in the City Clerk's Office to determine if positions were transferred from Ordinance Violations and the Traffic Department to the City Clerk's Office, whether or not any of the positions would be impacted by streamlining services.
- In order to analyze the positions correctly, I requested that Ms. Johnson provide me with the current duties and responsibilities of the positions as well as the proposed duties and responsibilities if the streamlining of services were to take effect.
- Upon reviewing the various class specifications, the point factor assignments and the organizational structure within the City Clerk's Office as well as other Departments, it was apparent that the point factor assignment for the City Clerk position under Supervision Exercised is under evaluated dating back to 1999.
- The City Clerk position was receiving points that would have been appropriate if that position were only responsible for one small organizational unit with only a small number of employees.
- The City Clerk position was assigned 35 points for this factor when in fact it should have been assigned at least 40 points.
- The current point assignments for the City Clerk position is 800.
- By correcting the point assignments, the total points for the City Clerk position should be a minimum of 805 rather than the current 800.
- Correcting the point assignments for the City Clerk position would result in 805 points which is a salary grade 27.
- If the proposed streamlining were to be approved, this would not impact on the point assignments for the City Clerk's position if the original points are corrected.

- If the proposed streamlining were to be approved, this would not impact on any other positions in the City Clerk's Office.
- There are no other department head positions that are one point short of a higher salary grade.
- Other positions that have been analyzed and it has been determined that the 1999 point assignments were incorrect are:

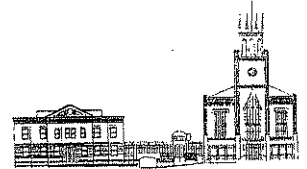
Youth Services Director	From salary grade 26 to 23
Assessor - Chair	From salary grade 26 to 25
Economic Dev Dir	From salary grade 26 to 28
Ordinance Violations Sup	From salary grade 17 to 15
Ass't to the Assessors	From salary grade 17 to 16

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CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Armand Forest *edf*
Alderman – Ward 12

Date: November 16, 2004

Re: City Clerk Position

The Human Resources Committee was recently informed that the salary grade of the City Clerk was miscalculated in 1999. There was no action taken for which to file a report.

I am advising the Board that of my request that Christine Martinsen of the Human Resources Department make a presentation to the full Board at the December 7 meeting of the Board regarding this matter.

IN BOARD OF MAYOR & ALDERMEN

DATE: November 16, 2004

ON MOTION OF ALD. Forest

SECONDED BY ALD. Roy

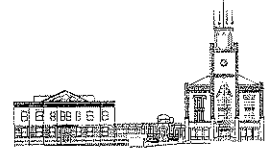
VOTED TO Request that Christine Martinsen
of Human Resources make a
presentation to the full Board on
Dec. 7, 2004.

[Signature]
CITY CLERK



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

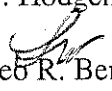
Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: V. Lamberton, HR Director
K. Clougherty, Finance Officer
D. Hodgen, Chief Negotiator

From: 
Leo R. Bernier
City Clerk

Date: December 8, 2004

Re: RFP – Compensation Review Process

Please be advised that in action taken by the Board of Mayor and Aldermen at a meeting held on December 7, 2004, it was voted to refer the enclosed communications relative to the above-referenced for consideration during your review process.

Enclosures

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the draft tuition reimbursement policy and staff development policy (enclosed herein) be approved.


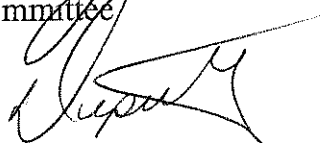
December 21, 2004
In Baord of Mayor and Aldermen.

On motion of Alderman Forest, duly seconded by Alderman Garrity, it was voted to approve the staff development policy, and further to refer the tuition reimbursement policy to the Committee on Human Resources/Insurance.



City Clerk

Respectfully submitted,


Clerk of Committee


**NON-AFFILIATED EMPLOYEE
TUITION REIMBURSEMENT POLICY**

I PROGRAM OUTLINE

- A. The purpose of the tuition reimbursement program is to encourage eligible City employees to seek further education in their current classification or in areas that could lead to their upward mobility within the City. The program is for college level courses leading to a degree or attaining professional certifications.
- B. Employees who are eligible to participate in the tuition reimbursement program are regular full time employees who have completed their probationary period.
- C. The objective of the tuition reimbursement program includes:
 - 1. Improvement of the employee's work related knowledge, skills and abilities.
 - 2. Improved methods, systems, techniques, work quality and service.
 - 3. Opportunity for advancement within the City.
 - 4. To attain professional certifications.
- D. Annual reimbursement levels:
 - 1. Seventy-five percent (75%) of tuition, books, registration, lab and other fees (excluding parking, Late registration, housing and travel expenses).
 - 2. Eligible employees may be reimbursed up to \$2,000 per fiscal year.
 - 3. Payment for courses will be on a first come first serve basis until funds are no longer available.
- E. Rejections of Requests:
 - 1. An employee who does not meet the eligibility criteria will not be approved for tuition reimbursement.
 - 2. If the course is not related to an employee's classification or his/her career path which has been approved by his/her Department Head, the request will not be approved.
 - 3. If the employee has already met the maximum annual Reimbursement level.
 - 4. Funds for tuition reimbursement have been exhausted.
 - 5. Conflict with work schedule.
 - 6. Tuition reimbursement application and receipts are not received in a timely manner pursuant to this policy.

- 7 Other financial assistance alternatives exceeds or equals course costs.
8. Failure of the employee to submit all paperwork within prescribed time periods.

II PROCEDURE FOR TUITION REIMBURSEMENT

A. Application

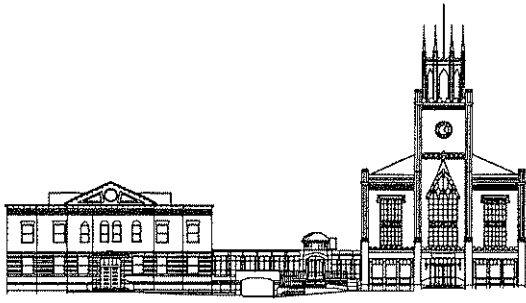
1. Employee must complete the Application for Tuition reimbursement in full. Attach original receipts to the application form.
2. Request Department Head to approve application, have Department Head sign application form.
3. Submit completed application and receipts at least 30 days prior to the start of the class to Human Resources.
4. Human Resources Director will review application to determine whether or not it is in compliance with the Tuition Reimbursement Policy.
5. Once final approval is granted, Human Resources shall Reimburse the employee fifty percent (50%) of the allowable seventy five percent (75%).
6. Upon completion of the class, the employee shall submit a copy of the course grade to Human Resources.
7. Human Resources will reimburse the employee for the balance of the 75% to the maximum of the allowable reimbursement.
8. Employees who do not complete the class or who fail the class, shall be responsible for reimbursing the City for the funds that have already been granted.

III. TUITION REIMBURSEMENT FOR DEPARTMENT HEADS

1. Department Heads shall submit tuition reimbursement applications to the Mayor for his/her approval.
2. If the request is approved, the Department Head shall follow the procedures as outlined in Section II.

IV. DEVIATIONS FROM THE POLICY

1. Any deviations from this policy must be approved by the Human Resources and Insurance Committee prior to any employee commencing course work.



City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza

Manchester, New Hampshire 03101

Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

12/7/04-Tabled
pending legal opinion
from Solicitor

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

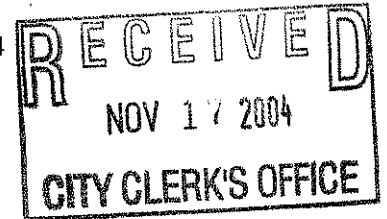
Alderman William P. Shea, Chairman

Human Resources Committee

1 City Hall Plaza

Manchester, NH 03101

November 15, 2004



Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is \$8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

Joan A. Porter

Joan A. Porter

Tax Collector

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You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

COMPENSATION PROGRAM

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

PROBATIONARY EMPLOYEES

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

leave and vacation hours during this six-month period, *you are not eligible to use these hours toward vacation or sick leave.*

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

NON-PROBATIONARY EMPLOYEES

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

EMPLOYEE DEVELOPMENT PLAN

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

TUITION REIMBURSEMENT

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

RETIREMENT

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

Manchester, NH Code of Ordinances

anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will be on the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

('71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

§ 33.047 PROBATIONARY PERIOD.

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

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Manchester, NH Code of Ordinances

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

2 different categories
§ 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to

American Legal Publishing Corporation

	Seasonal/Temporary	Regular Part Time
Health Insurance	No	No
Contributory Retirement	No	Yes
Orientation	No	Yes
Vacation	No	Yes
Sick Leave	No	Yes
Tuition Reimbursement	No	Yes
Sick Bank	No	Yes
Bereavement Leave	No	Yes
Paid Holidays	No	Yes
Probation	No	Yes



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
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Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 26, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays, Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by

the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,

A handwritten signature in cursive script that reads "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment

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rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

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work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

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(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving

From: Paula LeBlond-Kang
To: Arnold, Thomas
Subject: 12/07/2004 HR Meeting

A reminder that at the December 7th meeting of the Committee on Human Resources/Insurance, a request was made of the City Solicitor for an opinion as to whether or not the ordinance relating to part-time employees is applicable. We have since received a communication from the HR Director which I will forward to your attention.

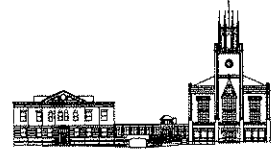
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CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Current Part Time Employees

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

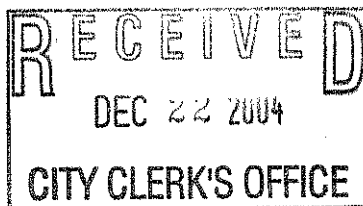
Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton
Human Resources Director

Attachment



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Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
2	ASSESSOR'S OFFICE	DOYON	IRENE	P	NS	8.000
4	CITY CLERK - SECURITY GUARDS	GONZALEZ	LUIS ANGEL	P	NS	0.000
		GATCOMB	SEAN	P	NS	0.000
		KLEY	ROBERT	P	NS	0.000
		DEVLIN	BONNIE	P	NS	0.000
19	HUMAN RESOURCES DEPARTMENT	FIGG	SUSAN	P	W1	8.000
22	TAX COLLECTOR	TRACY	MARGARET	P	P3	8.000
25	AVIATION - RUNWAY/AIRFIELD MAINTENANCE	SLIVER	JASON	P	NS	8.000
		GREEN	RAYMOND	P	NS	8.000
		WILLIS	DAVID	P	NS	8.000
		WEBSTER	RAYMOND	P	NS	8.000
		DUVAL	DAVID	P	NS	8.000
		DESROCHER	CHARLES	P	NS	8.000
		COOK	JOHN	P	NS	8.000
		RODONIS	RICHARD	P	NS	8.000
29	WATER - DIST BACKFLOW	MYERS	CLAUDETTE	P	P8	6.000
	WATER - FINANCIAL ACCOUNTING	JONES	DORIS	P	WT	8.000
		D'ADDIO	PATRICIA	P	NS	8.000
	WATER - TREAMENT LABOR	STRANGMAN	KATHLEEN	P	NS	0.000
		EBERT	HARRIET	P	NS	0.200
		TOLSON	JOSEPHINE	P	NS	0.000
		METCALF	BARBARA	P	NS	0.000
	WATER - WATERSHED PATROL	FOSS	FRED	P	WT	8.000
33	POLICE-DETECTIVES	SCHANCK	SUZANNE	P	PT	8.000
	POLICE-TRAFFIC CONTROL	GAZDA	WALTER	P	CG	2.000
		O'NEILL	LAURA	P	CG	2.000
		CARIGNAN	PIERRETTE	P	CG	2.000
		PRITCHARD	MARGARET	P	CG	0.200
		WALSH	SCOTT	P	CG	0.200
		DAY	ARLINE	P	CG	2.000
		YOUNG	RUTH	P	CG	0.200
		PLOURDE	JEFFREY	P	CG	2.000
		PLOURDE	DIANE	P	CG	0.200
		VALLEE	LUCETTE	P	CG	2.000
		BRUNELLE	NICOLE	P	CG	2.000
		CASE	JANET	P	CG	0.200
		WATSON	LISA	P	CG	0.200
		KROCHMAL	JOHN	P	CG	2.000
		LAVALLEE	GERARD	P	CG	2.000
		BRUNELLE	RITA	P	CG	2.000
		TRISCIANI	JOSEPH	P	CG	2.000
		DESHAIES	ROBERT	P	CG	2.000
		CUSHING	CLARENCE	P	CG	2.000
		BLACK	OSBORNE	P	CG	2.000
		BROWN	GERALD	P	CG	0.200
		TURULA	AMY	P	CG	0.200
		WRIGHT	SHEILA	P	CG	0.200
		BOUDREAU	RUTH	P	CG	2.000
		CROTTY	EDWARD	P	CG	0.200
		BOURGEOIS	ROBERT	P	CG	2.000
		LOPEZ	GLORIA	P	CG	2.000
		BOURGEOIS	MICHAEL	P	CG	0.200
		COTE	RICHARD	P	CG	0.200
		MCGEE	MEGHAN	P	CG	2.000
		DUNN	DONNA REE	P	CG	0.200

Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
33...	POLICE-TRAFFIC CONTROL...	PAPP	RICHARD	P	CG	0.200
		RIVERA	HOPE	P	CG	0.200
		DARGIE	REBECCA	P	CG	0.200
		BARTLETT	KAREN	P	CG	0.200
		BRUNELLE	JOSEPH	P	CG	2.000
		WILDER	VIRGINIA	P	C2	2.000
		READE	KERRY	P	CG	0.200
		COOPER	CHESTER	P	CG	2.000
		HOPPS	CAROLINE	P	C6	2.000
		RIVARD	LEE	P	CG	2.000
		O'NEIL	MAUREEN	P	P3	8.000
		JOUBERT	ELIZABETH	P	CG	2.000
		CURRAN	ROBERT	P	CG	0.200
		MCINERNEY	SUSAN	P	CG	0.200
		MORRIS	KENDRA	P	CG	0.200
		MATSON	KATHLEEN	P	CG	0.200
	POLICE-UNIFORMED POLICE OFFICERS	TREMBLAY	GUY	P	NS	8.000
		ALEXAKOS	PHILIP	P	NS	8.000
		CZARNEC	JEFFREY	P	NS	8.000
		HOLMES	CHARLES	P	NS	8.000
		AINSWORTH	KEVIN	P	NS	8.000
50	HIGHWAY-SOLID WASTE	OVERBY	BRIAN	P	K1	8.000
		BARDELICK, J	JOHN	P	K2	8.000
60	WELFARE	PARSONS	CHARLEEN	P	NS	6.000
65	PARKS - GENERAL RECREATION	CATTERTON	ERIC	P	K4	8.000
		MCQUEENEY	KAITLYN	P	K4	0.000
		HAARLANDER	KATIE	P	K4	0.000
71	LIBRARY - MAIN	MCINTIRE	SAVANNAH	P	U4	5.000
		RUNDQUIST	KIRSTEN	P	40	0.000
		COMPANION	TINA	P	NS	0.000
		GRAVES	AMY	P	Q1	8.000
		TRIMBUR	GAIL	P	U3	5.000
		LAVALLEE	MICHAEL	P	U3	5.000
		WIDGER	NIELS	P	U3	5.000
		BUCKLEY	BERNICE	P	U3	5.000
		KALED	ROSE ALMA	P	U3	3.000
	LIBRARY - WEST SIDE BRANCH LIBRARY	THROENLE	BENJAMIN	P	U3	5.000